



Division of Student Affairs

Position: Graduate Assistant for Off-Campus Properties
Office of Residence Life, Division of Student Affairs

As a Graduate Assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:

The Office of Residence Life seeks qualified graduate students for the position of Graduate Assistant for Off-Campus Properties. Reporting to the Residence Director of Off-Campus Properties, the GA for Off-Campus is responsible for day-to-day management of residential facilities, staff co-supervision, and administrative responsibilities in the Office of Residence Life. The position requires on-call crisis response, problem solving, conflict management, student development, and outreach for residential facilities. The GA will represent the Office of Residence Life professionally and ethically in dealing with students, guests, and St. John's employees.

Minimum requirements

- You must remain a matriculated, registered St. John's University graduate student in good standing
- Hold a Bachelor's Degree from an accredited university
- Require a previous Residence Life and Housing experience
- Registered in a degree program that allows for 20+ office hours in addition to frequent night and weekend commitments
- As the position is time intensive, you may not have any full time commitments outside of the department (ie. student teaching, internships, and/or other assistantships)
- Graduate Assistants must reside in provided St. John's housing

Compensation

- Graduate tuition remission up to twelve credits per semester (not including fees)
- \$4000 stipend per academic year
- Meal plan
- Furnished apartment with amenities

Off-Campus Properties Responsibilities include (but are not limited to):

Staff Development, Training, and Co-Supervision

- Present and participate in professional and student staff training. Topics may include but are not limited to community development, diversity and inclusion, crisis management and response, student wellness, sexual assault and violence prevention, bystander intervention, and conflict resolution.
- Attend weekly one on one meeting with supervisor to discuss student staff, residents, and community concerns
- Attend weekly departmental staff meetings and co-host weekly student staff meetings

Division of Student Affairs Position Description

- Facilitate the programming model through the approval, evaluation, and tracking of RA programs
- Evaluate student staff on a quarterly basis
- Compose monthly Office of Residence Life newsletter
- Participate in annual Resident and Graduate Assistant selection process
- Perform collateral assignments (ie. staff recognition and annual Tunnel of Oppression)

Student Development

- Demonstrate effective problem solving and referral skills when working with students
- Mediate disagreements among students and facilitate the room change process as necessary

Crisis Response

- Serve on the on-call duty rotation with other off-campus properties. Respond to any St. John's University Student Code of Conduct and Residence Life Handbook violations as well as student crises. Document and refer students as needed.

Administrative

- Administer room condition inventory processes
- Manage current room assignments
- Facilitate opening and closing building procedures
- Conduct health and safety inspections
- Manage key inventory
- Ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and maintain confidentiality in the maintenance of student information and record keeping
- Compose the monthly Seton Complex newsletter

Office of Residence Life Responsibilities include (but are not limited to):

Administrative

- Conduct a total of 20 office hours a week, splitting time between the Office of Residence Life and the Henley Residence Life Office
- Use Banner and StarRez resident management systems which consists of accessing, updating and modifying student information.
- Provide customer service to students, guests, and other St. John's employees seeking assistance at the Office of Residence Life
- Manage the Office of Residence Life departmental email
- Attend monthly departmental meetings
- Other duties as assigned by Director of Residence Life or designee

Renewal Process: This position is a 10 month appointment with an opportunity for contract renewal upon good standing.